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SECURITY INFORMATION

19 November 1951

AD/IC

MEMORANDUM FOR: Assistant Director, Special Operations  
FROM: Assistant Director, Collection & Dissemination  
SUBJECT: Paper Mills and Fabrication  
REFERENCE: AD/80 memorandum and staff study, subject as  
above, dated 17 November 1951

1. It is possible that OCD might be able to assist in carrying out the 4th Specific Remedial Step listed on page 12 of subject study.
2. That recommendation calls for the setting up of special files of suspect information, organized by subject matter, to facilitate rapid comparison of reports on the same subject received from different sources.
3. It may be that these files can be set up and operated satisfactorily by simple manual methods. Perhaps, however, they could be made more effective if handled by OCD's Intellofax System. One method of doing this might be as follows:
  - a. OSO to provide for OCD a typed summary, not over 150/200 words, of each report destined for this file.
  - b. OCD to convert each such summary, with appropriate documentation, to a series of IBM faxcards - each bearing the full text of the summary - in as many copies as needed for possible cross-reference purposes.
  - c. OCD to punch each individual card with the appropriate cross-reference codes.
  - d. OCD to maintain the file of faxcards separate and apart from all other files, for use only in connection with this operation.
  - e. OCD, upon request from OSO, to bring together by machine methods all summaries bearing upon particular subjects or areas, or containing other coded information in common, and to transmit to OSO an intellofax tape reproducing all the actual summaries involved in the comparison.
4. Something of the above sort might be worked out, if you consider that it would be of possible value.

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James M. Andrews